

UPDATED 25 October 2021

Guidance

Visiting Mills & Reeve offices

Our facilities team has been busy preparing and maintaining all areas in each of our offices to ensure we can keep both visitors and our colleagues safe. The following document provides all the information a visitor needs if they are planning to attend one of our offices in the near future.

A full risk assessment has been completed to ensure we have adopted best and safe practices within our six offices in Birmingham, Cambridge, Leeds, London, Manchester and Norwich. Please speak to your Mills & Reeve contact if you would like to see a copy of our risk assessment.

Key areas within our risk assessment include:

- An enhanced cleaning regime with regular focus on key touch points
- Anti-bacterial wipes and hand sanitisers available in all high traffic areas

We hope this document provides reassurance that our offices provide a safe environment for all.



Pre meeting

	Description
Travel	Car Parking - Please speak with your Mills & Reeve contact about car parking arrangements if required.
Special Requirements	Please advise your Mills & Reeve contact if you have any special requirements regarding physical access to our buildings and meeting rooms.
Face coverings	As per the latest government guidance it is not a requirement to wear a face covering if you are visiting our offices by appointment, however please feel free to do so as desired to move around the building.

Please note the following ahead of arrival into a Mills & Reeve office

	Description
On arrival	<p>Anyone entering a Mills & Reeve office is required to scan the QR code at the office entrance and fill out the short form to confirm their COVID health status.</p> <p>This will ask you to confirm that you have not been in close contact with anyone who has received a positive response to a COVID-19 test in the last 10 days. If the answer is yes, if the person is not in your household and you have been double vaccinated and you do not need to isolate you will be able to attend the office. However, on the day that you visit a Mills & Reeve office you will need to have taken a lateral flow test which had a negative result. If the person you have been in close contact with is a member of your household you will be asked not to attend the office.</p> <p>You will also be asked to confirm if you or a member of your household have returned from abroad in the last 8 days. If yes, then you will be asked to confirm that you should not be quarantining and have taken lateral flow tests on the days you are attending the office, until you or the member of your household have received the required negative lateral flow/PCR test results from government approved provide.</p> <p>You will then be greeted by a member of our client services team and shown into meeting room while your meeting room host is contacted</p> <p>Failure to scan and confirm the health declaration may result in refused access and/or an immediate request to exit the premises.</p> <p>Hand sanitiser and anti-bacterial wipes will be available on entering each office. Visitors should wash hands at the earliest opportunity. A Client Services Team member will advise on location of rest rooms.</p>
Personal belongings	Please only bring into the building what you need for the meeting/event. Cloakrooms are available however individuals may prefer to keep items with them.
Use of lifts	It is recommended that you wear a face mask if there is more than one person using the lift. .

Client areas

	Description
Physical barriers in place	We have installed clear screens or clear demarcation in front of the Client Services desks to act as barriers for everyone's protection.
Waiting areas	People shown into meeting rooms wherever possible to avoid contact with other visitors.
Meeting rooms	Layouts in meetings rooms have been adjusted in order to adhere to social distancing guidance. Hand sanitiser and wipes are available.

Hospitality

	Description
Refreshments	Refreshments are available at all sites.